



JOHN CHIANG
California State Controller
Division of Accounting and Reporting

August 8, 2014

Dear District Fiscal Officer:

This letter provides information regarding the 2013-14 Special Districts Financial Transactions Report (FTR). Government Code (GC) section 53891 requires the financial transactions of each local agency to be submitted to the State Controller's Office (SCO) within 90 days after the close of the fiscal year or within 110 days if filed electronically.

The financial reports are due September 29, 2014. If filing electronically, the due date is October 20, 2014. Please submit the following documents:

- Financial Transactions Report
- U.S. Bureau of Census survey form
- Government Compensation in California (GCC) Report (if applicable)
 - Information regarding the 2013 GCC Report was mailed in June 2014

Beginning this fiscal year, the electronic reporting program to prepare the FTR is available for download on the SCO's website. The compact disc containing the electronic reporting program is not included with this letter.

Please visit www.sco.ca.gov/ard_locinstr_districts_forms_fy1314.html for the electronic reporting program, as well as paper reporting forms, instructions and information. Special District staff is available if you need assistance with downloading the electronic reporting program.

Please note that in accordance with GC section 12464, if the reports are not made in the time, form, and manner required or there is reason to believe that a report is false, incomplete, or incorrect, the SCO is authorized to make an investigation to obtain the information required. Any costs incurred by the SCO shall be borne by the District.

GC section 26909 requires that an audit be completed and filed with our office within 12 months after the close of the fiscal year(s) under examination. As an alternative to mailing a hardcopy, you may submit a softcopy by e-mail to RDA-SDsupport@sco.ca.gov.

District Fiscal Officer

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If you have any questions or need assistance with downloading the electronic program, please contact the Special Districts Reporting Unit at RDA-SDsupport@sco.ca.gov or (916) 327-1017, or call Martin Raygoza at (916) 327-1748.

Sincerely,

(original signed by)

RENEE HSZIEH, Manager
Local Government Reporting Section